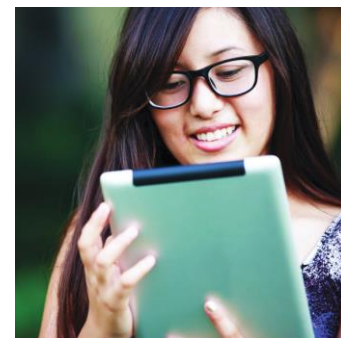




# How to Guide

Add Sponsors and Members to an  
Organizational Account



The Primary Contact can add additional teachers, or Sponsors, who can download books for students and members. Sponsors can also add additional educators as Sponsors. Sponsors and members can be added one by one or in a group using a downloadable spreadsheet.

## Add Sponsors and Members One by One

### Sponsors

1) Select the "Sponsors" link on the "My Bookshare" page.

## My Bookshare

**My Bookshare**

- My History
- My Reading Lists
- Members
- Sponsors**
- Upload Roster
- Organization Info
- My Requests
- Download Reading Tools
- My Account

### Welcome Tanya Teacher

Recent News

[Bookshare Benetech Veteran Educator Gives Students the Tools to Succeed at Reading and Life](#)

[Dyslexia Doesn't Slow Ryan Down](#)

Read Our Books in Braille

Get Answers in the Help Center

Help Students Access Books

**Recent Books** | [Reading Lists](#)

Title	Author	Action
<a href="#">A Very Large Expanse of Sea</a>	Mafi, Tahereh	<a href="#">Add to Reading List</a> <a href="#">Download...</a>

2) Select "Add a Sponsor".

## Manage Sponsors

**My Bookshare**

- My History
- My Reading Lists
- Members
- Sponsors**
- Upload Roster
- Organization Info
- My Requests
- Download Reading Tools
- My Account

### Sponsors

Sponsors are additional staff that download books for your students and manage your rosters.

Filter by: District All Districts School All Schools [Filter](#)

Sort: By Last Name  [Q](#)

3 results

<input type="checkbox"/>	Edit	First Name	Last Name	District + School	Title	Email	Phone Number
<input type="checkbox"/>		Edward	Educator	—	Science Teacher	edwarde-demo@bookshare.org	6506443445
<input checked="" type="checkbox"/>		Prima	Sponsora	—	Teacher	sponsor1@bookshare.org	650-644-3400
		Tanya	Teacher	Demo District Sample School	Language Arts	tanyat@bookshare.org	650-555-1234

[Add Sponsor](#) [Remove Sponsor](#)

- 3) Enter the information and select "Save." The new Sponsor will get an email prompting him/her to create a password.

## Add New Sponsor

First Name\*

Last Name\*

District

School

Title\*

Email\*

Phone\*

**NOTE:** Sponsors must be staff or faculty, or professionals working with your organization. Sponsors cannot be parents (unless employed by your organization) or volunteers.

## Members

- 4) Select "Members" from the "My Bookshare" page.

## My Bookshare

**My Bookshare**

- My History
- My Reading Lists
- Members**
- Sponsors
- Upload Roster
- Organization Info
- My Requests
- Download Reading Tools
- My Account

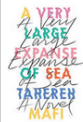
**Welcome Tanya Teacher**

**Recent News**

Bookshare Benetech Veteran Educator Gives Students the Tools to Succeed at Reading and Life

Dyslexia Doesn't Slow Ryan Down

**Recent Books** | [Reading Lists](#)

Title	Author	Action
 A Very Large Expanse of Sea	Mafi, Tahereh	<a href="#">Add to Reading List</a> <input type="button" value="Download..."/>

**Learn More**

- What account should my students use?
- Help your students access books independently
- How to Use Reading Lists
- Explore All Reading Tools
- Join the Bookshare Discussion Forum

5) Select "Add a Member".

## Manage Members

My Bookshare

- My History
- My Reading Lists
- Members
- Sponsors
- Organization Info
- My Requests
- Download Reading Tools
- My Account

Manage Members | [View Individual Members](#) | [Upload Roster](#)

Members are students or clients that have a qualifying print disability.

District:  School:  [Filter](#)

☒ My Quicklist Only  [Q](#) Sort:

6 results

<input type="checkbox"/>	Edit	First Name	Last Name	Username	District + School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability	Plan
<input type="checkbox"/>	<a href="#">Edit</a>	Jane	Doe	JDStudent	—	12	Yes	04/08/1999	Organization	Learning	
<input type="checkbox"/>	<a href="#">Edit</a>	Jane	Roe	(private)	Demo District Demo High School	9	Yes	07/12/2004	Org + Individual	Visual	504, IEP
<input type="checkbox"/>	<a href="#">Edit</a>	John	Doe		Demo District Demo High School	9	Yes	11/19/1989	Organization	Visual	
<input type="checkbox"/>	<a href="#">Edit</a>	June	Doe	JuneDoe1	District N P101X	5	Yes	07/17/2002	Organization	Physical	IEP
<input type="checkbox"/>	<a href="#">Edit</a>	Stan	Smith	teststan	District M P100Q	9	Yes	01/01/2000	Organization	Physical, Learning	IEP
<input type="checkbox"/>	<a href="#">Edit</a>	Susan	Smith		—	4	Yes	06/23/2009	Organization	Visual	

[Add Member](#) [Add to Reading List](#) [More Actions](#)

6) Enter information and select "Save".

## Add New Member

Account Details

This account information will allow your member to access books.

First Name\*  Username

Last Name\*  Password

Birth Date\*  Quicklist ☒

(MM/DD/YYYY)

Current Grade\*  District

School

Qualifying Information

This form serves as proof of disability in place of sending signed documentation.

Disability\*

☐ Visual

☒ Learning

☐ Physical

Plans

☐ User has an IEP

☐ User is 504 Qualified

Reading Preferences ▼

[Save](#) [Cancel](#) [Remove Member](#)

## Add a Group of Sponsors and Members

1) On the "Sponsors" or "Members" page, select the cloud icon to access the "Upload Roster" page.

My Bookshare

- My History
- My Reading Lists
- Members
- Sponsors
- Upload Roster
- Organization Info
- My Requests
- Download Reading Tools
- My Account

# Members

Members are students or clients that have a qualifying print disability.

Filter by: Members

All Members

Grade

All Grades

District

All Districts

School

All Schools

Filter

Sort:

By Last Name

Search Members

Q

6 results

<input type="checkbox"/>	Edit	First Name	Last Name	Username	District + School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability	Plan
<input type="checkbox"/>		Jane	Doe		—	7	Yes	03/05/1997	Organization	Learning	
<input type="checkbox"/>		Jane	Doe	JDoe12345	—	6	Yes	05/05/1996	Organization	Learning	
<input type="checkbox"/>		John	Doe		Demo District Demo High School	9	Yes	11/19/1989	Organization	Visual	
<input type="checkbox"/>		June	Doe	JuneDoe1	District N P101X	5	Yes	07/17/2002	Organization	Physical	IEP
<input type="checkbox"/>		Stan	Smith		—	9	Yes	03/05/1996	Organization	Learning	
<input type="checkbox"/>		Susi	Smith	SusieSmith123	—	5	-	05/05/2002	Organization	Visual	504

Add Member

Add to Reading List

More Actions

2) Download the "New Member Roster Template".

My Bookshare

My Bookshare

- My History
- My Reading Lists
- Members
- Sponsors
- Organization Info
- My Requests
- Download Reading Tools
- My Account

Manage Members

View Individual Members

Upload Roster

# Upload Roster

If you have many Members or Sponsors you'd like to add to your roster at once, you can send these names to Bookshare electronically using the Upload Roster function instead of adding each Member separately.

## Step 1: Download New Member Roster (Excel template)

Download the roster template by selecting the link below and saving the file to your computer. The template is an Excel workbook file with three tabs; new Members, new Sponsors, and a help tab.

NOTE: The roster upload function adds Members and Sponsors to your account; it does not replace or modify your current roster. Each time you send a roster to Bookshare, start with a new, blank copy of the template to avoid creating duplications in your roster.

This form can be used in place of sending signed documentation.

**New Member/Sponsor Roster Template**

## Step 2: Upload a New Member Roster

Send the roster to Bookshare by uploading your saved copy below. Select the "Browse" button and choose your saved roster. Then select the "Upload" button.

NOTE: Your Members and Sponsors will be added to your list after Bookshare has reviewed and processed your submission. Please allow 2-4 business days for processing.

- 3) The Template has three tabs: “Members”, “Sponsors”, and a “Help” tab. Select “Members” and “Sponsors” and enter names and information.

[illegible]

- 4) Save and upload the file. Members and Sponsors will be added to your roster in 2-4 business days.

My Bookshare

My Bookshare

• My History

• My Reading Lists

• Members

• Sponsors

• Organization Info

• My Requests

• Download Reading Tools

• My Account

Manage Members

View Individual Members

Upload Roster

Upload Roster

If you have many Members or Sponsors you'd like to add to your roster at once, you can send these names to Bookshare electronically using the Upload Roster function instead of adding each Member separately.

Step 1: Download New Member Roster (Excel template)

Download the roster template by selecting the link below and saving the file to your computer. The template is an Excel workbook file with three tabs; new Members, new Sponsors, and a help tab.

NOTE: The roster upload function adds Members and Sponsors to your account; it does not replace or modify your current roster. Each time you send a roster to Bookshare, start with a new, blank copy of the template to avoid creating duplications in your roster.

This form serves as proof of disability in place of sending signed documentation.  
[New Member/Sponsor Roster Template](#)

Step 2: Upload a New Member Roster

Send the roster to Bookshare by uploading your saved copy below. Select the "Browse" button and choose your saved roster. Then select the "Upload" button.

NOTE: Your Members and Sponsors will be added to your list after Bookshare has reviewed and processed your submission. Please allow 2-4 business days for processing.

Choose File

No file chosen

Upload